

Using WordArt

Summary

Microsoft Word includes a feature called *WordArt* that allows you to insert text with dynamic effects. This may add a visual element to a letter, chart, brochure, flyer, invitation, or other kind of file.

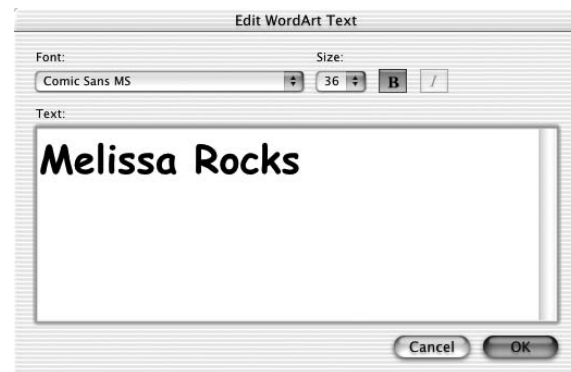
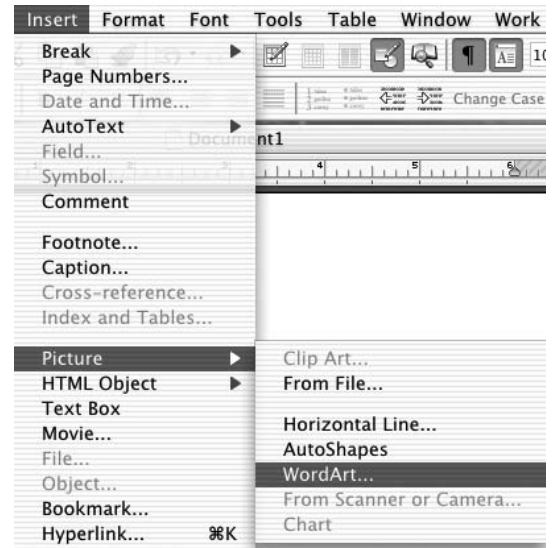
Step-by-Step Directions

WordArt

1. Move the cursor to the point where you want to insert WordArt text.
2. Click **Insert** on the Menu bar.
3. Click **Picture>** and choose *WordArt...*
4. Click on the style of WordArt you would like to use and click **OK**.
5. Type your text in the text box.
6. Change the font, if needed.
7. Change the size, if needed.
8. Click **OK**.

WordArt Toolbar

1. Once you insert WordArt in a file, a *WordArt* toolbar will appear.
2. This toolbar allows you to format the WordArt text in a variety of ways.



Quick Tip

Right click the WordArt text and choose **Format WordArt** to change the color or shape, wrap the text, or resize it. If you cannot right click, hold down the **Ctrl** key and click the WordArt text.